



## *Mid-Valley Special Education Cooperative*

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### **Administrative Liaison Minutes July 24, 2017**

#### **1. Greetings**

- a. Attendees: Fran Eggleston, 302; Mike Potsic, 301; Ann Giarrante and Jamie Benavidis, 304

#### **2. Background Information**

- a. 12-1 lunch meeting; informal problem solving
- b. 12-4, 1 time per month; sometime assistant directors would attend
- c. MVSEC coordinators attending
- d. Agenda submitted prior for feedback from liaisons
- e. Recommendations go to Directors before Board
- f. Liaisons less involved in the detail
- g. Presentations

#### **3. Purpose/Objective of Liaison Meeting**

- a. To build consistent practices across all school district related to eligibility and programming with MVSEC and with each other

#### **4. Strategies for Accomplishing Objective(s)**

- a. Combining meetings (finance, test coordinators) to reduce the number of meeting occasions
- b. Eliminate presentations; provide powerpoint of changes
- c. What do the superintendents need to know
- d. Need to understand programming, numbers, to ensure
- e. Monthly program/numbers reconciliation with districts
- f. Update add/drop paperwork (create electronically, redundancy) and electronic process
- g. Ensuring ISTAR data fields completed thoroughly
- h. Need to improve paperwork processing
- i. Excessive end of year celebrations, efficiency
- j. Establishing consensus
- k. Decision focused
- l. Less professional development updates/presentations
- m. Navigate the website well
- n. Combine newsletters
- o. Multitude of ESY paperwork (hard copies); need to merge (redundancy)
- p. Difficult/time consuming including CLASS students in general education; needs to come from coordinator; impairing successful transition
- q. Increase data coming from MVSEC to help inform IEP development
- r. Increase data rich re-evaluations
- s. Increase curricular exposure, rigor and relevance (model general education environment)
- t. Mental Health Partnership: Struggle with purpose; gave the district a voice-connected schools with local resources; Roundtable to share district needs with current service provision 3x per year; continue with the listserve
- u. IEP meeting length; keeping an agenda; managing information and time

## **5. Meeting Logistics**

- a. Monday afternoon
- b. Start at 1:00 PM
- c. Ending time TBD based on agenda
- d. Liaisons email agenda items to Fidishin
- e. Draft agenda to liaisons by August 23, 2017.

## **6. Next Steps**

- a. Request for agenda items from liaisons prior to meeting
- b. Include Business Managers during meeting time
- c. Next Liaison meeting August 28, 2017, 1:00 PM
- d. Next Board meeting August 2, 2017, 9:00 AM
- e. Send student lists with locations to liaisons by July 27, 2017